

SUPERVISING REGISTERED NURSE III, CORRECTIONAL FACILITY

Department of Corrections & Rehabilitation



OPEN – STATEWIDE

T177-9319

6CEER

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE This is an open examination. Applications for this examination will not be accepted on a promotional basis. Career credits will not be granted.

LOCATION This examination is administered by the State Personnel Board utilizing the Internet.

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time. Once you have taken the Training and Experience Evaluation examination, you may not retest for six (6) months.

HOW TO APPLY The Application and Training and Experience Evaluation is available on the Internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Evaluation. The application form for Supervising Registered Nurse III, CF is contained within the Internet process therefore a standard state application is not necessary.

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA, also has Internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705.

If you are not familiar with the Internet, you may have a friend or family member assist you. You may apply and take the examination on the Internet by connecting to the following online instructions:

http://www.spb.ca.gov/employment/exam_start.htm

Please note that the Internet system will be unavailable on Tuesday between 7:00 a.m. and 1:00 p.m., (Pacific Standard Time), for processing and maintenance. **Do not** begin the application process on the Internet during this time as your record will **not** be processed. It takes approximately one hour to complete the Application, and the Training and Experience Evaluation, on the Internet. If you begin the examination before 7:00 a.m. on Tuesday, be sure to allow sufficient time to complete the process.

HOW TO APPLY AT SAN QUENTIN STATE PRISON ONLY

Applicants who do **not** have computer access or are not comfortable with Internet testing may complete a written training and experience examination at San Quentin State Prison's Delegated Testing Office between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. For questions, call the San Quentin State Prison Testing Officer at (415) 455-502.

**HOW TO APPLY AT
SAN QUENTIN STATE
PRISON ONLY
CONTINUED**

**San Quentin State Prison
Attn: Delegated Testing Officer
San Quentin, CA 94964**

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited as well as cell phones.

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, call the State Personnel Board's Examination and Selection Services Section at (916) 653-1502, Telecommunications Device for the Deaf (TTY) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones: 1-800-735-2929, for voice phones: 1-800-735-2922.

SALARY

As of September 1, 2006

\$8,715.00 - \$10,593.00 per month - This salary range includes pay increases approved by the United States District Court and applies **only** to Supervising Registered Nurse III's, CF appointed to San Quentin State Prison, Salinas Valley State Prison and the Correctional Training Facility.

\$7,905.00 - \$9,609.00 per month - This salary range includes pay increases approved by the United States District Court and applies to Supervising Registered Nurse III's, CF appointed to Adult Institutions, Juvenile Facilities and Division of Correctional Health Care Services, **except** San Quentin State Prison, Salinas Valley State Prison and the Correctional Training Facility.

Additional bonuses are offered **only** at Adult Institutions as indicated below:

- \$1,500 one-time payment upon completion of one (1) qualifying pay period (applies to those appointed new to state service on or after 1/01/03).
- \$1,500 one-time payment upon completion of six (6) consecutive qualifying pay periods (applies to those appointed new to state service on or after 1/01/03).
- \$1,000 one-time payment upon completion of 18 consecutive qualifying pay periods (applies to those appointed new to state service on or after 1/01/03).

Base Salary (as of July 1, 2006)

\$5,471.00 - \$6,604.00 per month

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plans)
- \$100 Monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (management discretion)
- Pre-tax parking (where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave or annual leave
- Jury duty/military/bereavement leave
- Health, Dental, and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Up to 32 hours of paid time off during a two-year period to attend continuing education classes/units to maintain license
- Educational funding may be available through the following programs (Contact a Health Care recruiter for additional information):
 - ❖ Federal Loan Repayment Program, administered by the National Health

**BENEFITS
CONTINUED**

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- ❖ Services Corporation offered at selection institutions
 - ❖ Health Professions Education foundation Scholarship and Loan Repayment offered at selection institutions
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**POSITION
DESCRIPTION**

A Supervising Registered Nurse III, CF is the full supervisory level in the series. Incumbents work in a correctional facility directing nursing services in a licensed general acute care hospital and/or outpatient program area.

Positions exist at various adult institutions locations throughout the state with the Department of Corrections and Rehabilitation.

**REQUIREMENTS FOR
ADMITTANCE TO
EXAMINATION**

Note: All applicants must meet the education and/or experience requirements as stated on this examination announcement.

Possession of a current license as a registered nurse in California. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.) **And**

Either I

Experience: One year of experience in the California state service performing the duties of a Supervising Registered Nurse II, Correctional Facility.

Or II

Experience: Three years of experience in the California state service performing the duties of a Supervising Registered Nurse I, Correctional Facility.

Or III

Experience: Four years of registered nursing experience (within the last ten years) in a licensed general acute care hospital, two years of which must have been in an administrative or supervisory capacity. (Possession of a Bachelor of Science Degree in Nursing or a Master's Degree in Nursing may be substituted for one year of general acute care hospital experience.)

Candidates who are within six months of completing the experience requirements will be admitted to the examination, but they must complete all requirements before they will be considered eligible for appointment.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Applicants must show their registered nursing license number, title, and expiration date on their examination application.

And

Special Personal Characteristics: Empathetic understanding of patients in a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.

Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/wards. Assignments may include sole responsibility for the supervision of inmates/wards and/or the protection of personal and real property.

**TRAINING AND
EXPERIENCE
EVALUATION**

The examination will consist of a Training and Experience evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

TRAINING AND EXPERIENCE EVALUATION - WEIGHTED 100%

**TRAINING AND
EXPERIENCE
EVALUATION,
CONTINUED**

A. Knowledge of:

1. Professional nursing principles and techniques
2. Disease process and treatment modalities
3. Appropriate administration of medications
4. Principles and procedures of infection control
5. Principles of effective verbal, written and group communications
6. Principles of personnel management
7. Laws and regulations governing nursing practice
8. Principles of effective supervision
9. A Manager's/supervisor's responsibility for promoting Equal Employment Opportunity (EEO) in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment
10. Programs in a State correctional facility of the Department of Corrections and Rehabilitation

B. Ability to:

1. Plan, organize, direct, and supervise the work of a staff of nurses and other health care staff
2. Apply nursing principles
3. Assess, evaluate and document patients' symptoms and behavior
4. Analyze situations accurately and take effective action
5. Maintain effective working relationships with health care professional and others
6. Effectively promote EEO and maintain a work environment that is free of discrimination and harassment
7. Communicate effectively

**ELIGIBLE LIST
INFORMATION**

An open merged eligible list will be established for the California Department of Corrections and Rehabilitation. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after six (6) months.

**VETERAN'S
PREFERENCE
CREDITS**

Veteran's Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERAN'S PREFERENCE CREDITS.

QUESTIONS?

If you have any questions concerning this announcement, please contact:

State Personnel Board
801 Capitol Mall
Sacramento, CA 95814
(916) 653-1502, TTY (916) 654-6336
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

GENERAL INFORMATION

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

GENERAL INFORMATION, CONTINUED

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless

otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans Preference: California law limits the granting of veterans' preference points in open entrance examinations and open non-promotional examinations. Credits in open entrance examinations are granted as follows: 10 points for veterans, widows, or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credits in open non-promotional examinations are granted as follows: Five points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans' Preference Application which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

CALIFORNIA STATE PERSONNEL BOARD
801 Capitol Mall
Sacramento, CA 94244-2010
(916) 653-1502 – TTY: (916) 654-6336